



File Number: _____

TALBOT COUNTY OFFICE OF PLANNING & ZONING

SKETCH APPLICATION FOR MINOR & MAJOR REVISION PLAT **OFFICE USE ONLY:**

Fee Paid: _____ Application Received – Date: _____ Time: _____

T.A.C. Date: _____ Planning Commission Date: _____ C.R.M. Date: _____

Critical Area: _____ Forest Conservation Plan: _____

Minor Revision Plat: _____
Major Revision Plat: _____

Property Owner #1: _____

Address of Owner: _____

Telephone Number(s): _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

Agent/Contact Person: _____

Telephone Number(s) of Agent/Contact Person: _____

Property Owner #2: _____

Address of Owner: _____

Telephone Number(s): _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

Agent/Contact Person: _____

Telephone Number(s) of Agent/Contact Person: _____

____ ***Check if and note additional information for additional properties on separate attachment or reverse side.***

Project Name: _____

Project Address: _____

Project Road Frontage - Existing: State: _____ County: _____ Private: _____

Proposed: State: _____ County: _____ Private: _____

List Historical Significance/Impacts: _____

Within Town Growth Area: Y / N Critical Area: Y / N RDR: _____ ac. Reserved Land: _____ ac.

Property #1: Water: Community: _____ Individual: _____ Sewer: Community: _____ Individual: _____
Property #2: Water: Community: _____ Individual: _____ Sewer: Community: _____ Individual: _____

REGISTERED ENGINEER OR SURVEYOR:

Company Name: _____

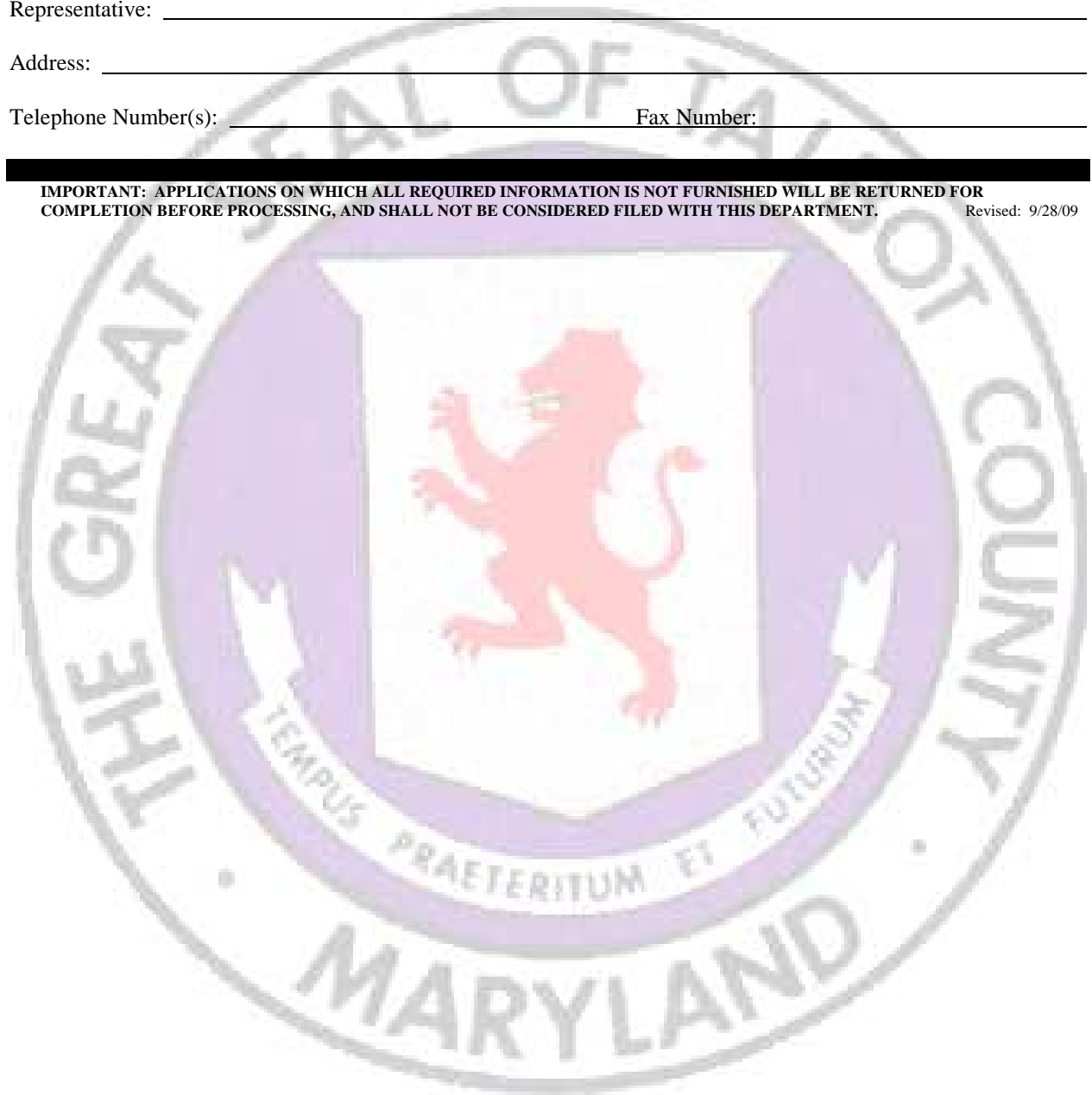
Representative: _____

Address: _____

Telephone Number(s): _____ Fax Number: _____

IMPORTANT: APPLICATIONS ON WHICH ALL REQUIRED INFORMATION IS NOT FURNISHED WILL BE RETURNED FOR COMPLETION BEFORE PROCESSING, AND SHALL NOT BE CONSIDERED FILED WITH THIS DEPARTMENT.

Revised: 9/28/09



REQUIREMENTS OF SKETCH REVISED PLAT APPLICATION

All Applications listed above must complete and submit the following for Minor & Major projects. A local jurisdiction may not approve a proposed parcel or lot consolidation or reconfiguration unless the local jurisdiction makes written findings that:

- _____ 1. Application fee as determined by fee schedule adopted by County Council.
- _____ 2. Ten (10) paper copies of revised plat represented at a size of not more than 100 feet per inch.
- _____ 3. Five (5) copies of all approved and recorded deeds approved for the properties to be revised.
- _____ 4. Five (5) copies of all plats of record for the subject lands. All plat information shall be legible.
- _____ 5. Five (5) copies of all recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- _____ 6. A written listing and description of all approved or recorded subdivisions and revision activity for the subject lands.
- _____ 7. A written detailed description explaining the specific circumstance(s) of the proposed revision.
- _____ 8. A copy of the application for a joint Federal/State permit(s) if initial indications are that alterations of floodplains, waterways, and/or wetlands may occur.
- _____ 9. Please complete the adjacent property owner's worksheet and pay the associated postage fees required. **(Major Projects Only)**

****PLEASE PROVIDE A WRITTEN DETAILED DESCRIPTION OF 9-14:****

- _____ 10. The proposed consolidation or reconfiguration will result in no greater number of lots, parcels, or dwelling units in the Critical Area than the configuration in existence at the time of application would allow.
- _____ 11. In the Limited Development Area or Resource Conservation Area, the proposed consolidation or reconfiguration:
 - _____ (a): Will result in no greater lot coverage than development activities within the configuration in existence at the time of application will allow; and
 - _____ (b): Will result in no greater impact to a steep slope than development activities within the lot configuration in existence at the time of application will allow, if that steep slope is located outside the Buffer or expanded Buffer;
- _____ 12. The proposed consolidation or reconfiguration does not:
 - _____ (a): Create an additional riparian parcel or lot, waterfront lot, or any other parcel or lot deed with water access; or
 - _____ (b): Intensify or increase impacts associated with riparian access;
- _____ 13. The proposed consolidation or reconfiguration does not create:
 - _____ (a): A parcel, lot, or portion of a parcel or lot that will serve development activities outside the Critical Area; or
 - _____ (b): A Resource Conservation Area parcel or lot that serves development activities in the Intensely Developed Area or Limited Development Area;
- _____ 14. The proposed consolidation or reconfiguration identifies each Habitat Protection Area on site:
 - _____ (a): If the proposed consolidation or reconfiguration impacts a Habitat

Protection Area, the proposed protective measures and restoration measure will provide for the least possible adverse impact: and

_____ (b): The proposed consolidation or reconfiguration:

_____ (i): Results in no greater impact to a Habitat Protection Area than the impact that would result from development activities within the configuration in existence at the time of application; and

_____ (ii): Minimizes adverse impacts to the Habitat Protection Area;

_____ 15. The proposed consolidation or reconfiguration fully complies with the afforestation and reforestation requirement in COMAR 27.01.05 and 27.01.09, unless clearing is necessary to avoid a Habitat Protection Area.

_____ 16. Completed checklist addressing all requirements for Sketch Revision Plat submittal.

APPLICANT FAILURE TO ADEQUATELY ADDRESS ALL APPLICATION AND CHECKLIST ITEMS AND THOSE SPECIFICATIONS IN ACCORDANCE WITH CHAPTER 190 OF THE TALBOT COUNTY CODE, MAY RESULT IN A PROJECT BEING CONSIDERED INCOMPLETE OR INACCURATE, ANY SUCH DEFICIENCIES MAY RESULT IN RETURN OF APPLICATION WITHOUT PROCEEDING THROUGH THE REVIEW PROCESS.

Applicant's Signature- Property #1

Date

Applicant's Signature- Property #2

Date

AS A MARYLAND REGISTERED DESIGN PROFESSIONAL/SURVEYOR I HEREBY CERTIFY THAT THIS APPLICATION AND ASSOCIATED PLAN(S) ARE TECHNICALLY CORRECT AND ACCURATE TO THE EXTENT NECESSARY FOR MEETING TALBOT COUNTY REQUIREMENTS FOR PRELIMINARY-FINAL REVISION PLAT SUBMISSION.

Signature of MD Registered
Design Professional/Surveyor

Date

PLATS CAN NOT BE RECORDED UNTIL FINAL APPROVAL HAS BEEN GRANTED

Revised: 9/28/09



File Number: _____

TALBOT COUNTY OFFICE OF PLANNING & ZONING

**SKETCH APPLICATION FOR
MINOR & MAJOR REVISION PLAT**

Surveyor: _____

Checklist completed by: _____

Plat reviewed by: _____

The Surveyor will review each plat submission & application for completeness and accuracy.
Each item shall be reviewed and checked as follows:

- Y = Information Complete and Accurate
N/A= Information Not Applicable
W = Waiver of required information. Submit separate request in writing to Planning Officer.

REQUIRED REVISION PLAT NOTATIONS AND INFORMATION

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

(Check 1 - 26 for Sketch)

- _____ 1. Name of subdivision if applicable.
- _____ 2. Name, address and telephone number of property owners and/or contract purchaser, if applicable.
- _____ 3. Deed reference of property. Last recorded plat reference.
- _____ 4. Deed reference for any recorded right-of-ways or easements on property including existing covenants and road maintenance agreements.
- _____ 5. Name, address and telephone number of any consultants/professionals used to prepare the plat.
- _____ 6. Tax Map, Grid and Parcel numbers to be included in title block for each parcel.
- _____ 7. Zoning district designation and minimum lot size.
- _____ 8. Required building/development setbacks applicable to the subject lands including:
 - _____ Property setbacks from State Highways
 - _____ Special setbacks from State Highways
 - _____ Shoreline development buffer/tidal wetland buffer
 - _____ Non-tidal wetland buffer
 - _____ Stream setbacks
 - _____ Perimeter agricultural buffer
 - _____ 20 foot Sewage Disposal Area buffer
 - _____ Non-tidal wetland buffer
- _____ 9. Calculation of development rights permitted, utilized and remaining for future use on each lot.
- _____ 10. Area calculations for each lot/parcel:
 - _____ Property size before revision

- _____ Property size after revision
- _____ Area in roads and rights of way
- _____ Area of open space, remaining lands, etc.
- _____ Area protected by Reservation of Development Rights
- _____ Area of Chesapeake Bay Critical Area
- _____ Area of forest; both inside and outside Critical Area
- _____ Area of state/private tidal wetlands
- _____ 11. Month, Day and Year of plan preparation and latest plan revision with brief revision description.
- _____ 12. Vicinity map at a scale of not more than 1" = 2,000'.
- _____ 13. Graphic Scale for plan view and vicinity map.
- _____ 14. North Arrow for plan view and vicinity map.
- _____ 15. Location of existing property lines, lengths and bearings, easements and right-of-ways. An overview or outline inset may be necessary for larger parcels.
- _____ 16. Location of zoning district lines and Chesapeake Critical Area boundary, if applicable.
- _____ 17. Location and use of existing buildings, structures and burial grounds with access and notation of buildings or sites with historical and/or architectural significance.
- _____ 18. Location of existing agriculture buildings, agricultural lands/fields/watercourses, wetlands (tidal and nontidal), forests, wooded areas, hedgerows, individual standing mature trees, 100 year floodplains, habitats of threatened and endangered species, steep slopes, significantly eroding shorelines and other significant natural features of the site identified from available mapping sources and general field observations.
- _____ 19. Approximate existing topography and approximate existing drainage pattern identified from available mapping sources and general field observations.
- _____ 20. Location, width, name and type of all existing roads or rights-of way within or immediately adjacent to the site.
- _____ 21. Location of property lines and ownership and deed information for all tracts or parcels adjacent to any perimeter boundary of the subject lands.
- _____ 22. Location of proposed road and right-of-way locations. (All proposed lots must meet the mandatory road frontage requirements.)
- _____ 23. Proposed lot layout and proposed location of lot lines including lot dimensions and lot size.
- _____ 24. Proposed well and Sewage Disposal Area locations and/or existing well with tag number, components of septic systems and Sewage Disposal Areas and/or public water and sewer facilities where applicable.
- _____ 25. Proposed location, dimensions and size of lands to be designated for community open space, public use, public dedication reserved open space, remaining lands for future development, etc.
- _____ 26. Location features such as; lot corners, SDAs, access points, etc, which could not otherwise be easily located on the site.

APPLICANT FAILURE TO ADEQUATELY ADDRESS ALL APPLICATION AND CHECKLIST ITEMS, AND THOSE SPECIFICATIONS IN ACCORDANCE WITH CHAPTER 190 OF THE TALBOT COUNTY CODE, MAY RESULT IN A PROJECT BEING CONSIDERED INCOMPLETE OR INACCURATE, ANY SUCH DEFICIENCIES MAY RESULT IN RETURN OF APPLICATION WITHOUT PROCEEDING TO THE NEXT LEVEL OF REVIEW. ONLY THAT INFORMATION SUBMITTED WITH THE ORIGINAL APPLICATION AND IN COMPLIANCE WITH SUBMITTAL DEADLINES WILL BE REVIEWED BY THE TECHNICAL ADVISORY COMMITTEE.

Applicant's Signature

Date

**I HEREBY CERTIFY THAT THIS CHECKLIST AND ASSOCIATED PLAN ARE
TECHNICALLY CORRECT AND ACCURATE TO THE EXTENT NECESSARY FOR
MEETING TALBOT COUNTY REQUIREMENTS FOR REVISION PLAT
SUBMISSION.**

Applicant's Signature

Date

Revised: 9/28/09

PLEASE PRINT OR WRITE LEGIBLY

Detailed Directions to Applicant's Property:





File Number: _____

Talbot County Office of Planning and Zoning

28712 Glebe Road, Suite 2
Easton, Maryland 21601
410-770-8030

Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____
Physical Address of Property: _____
Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____
Name of Applicant: _____
Phone Number(s): _____
Applicant Agent: _____
Phone Number(s): _____
Property Owner: _____
Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, Ordinances, rules, or regulations (hereafter "Laws") other than those that the Office of Planning & Zoning or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Office of Planning & Zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Office of Planning & Zoning or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

_____(SEAL)
Applicant
_____(SEAL)
Applicant/Agent

For Office Use Only: Date Received: _____

Comments: _____

